

**MOUNTAIN HEIGHTS ACADEMY
BOARD OF TRUSTEES
ANNUAL MEETING MINUTES**

9067 S. 1300 W. #204; West Jordan, UT 84088

Wednesday, June 10, 2015



ATTENDANCE

Board Meeting called to order at 4:16 PM by Kelley Parkin.

In Attendance: Jen Christensen, Bart Barker, Kelley Parkin, Gwendolyn Smith

Excused: David Wiley

Others in Attendance: DeLaina Tonks, Emily Andersen, Steve Davis, Gavin Hutchinson, Kara Finley

CONSENT ITEMS

Board Meeting Minutes

Gwendolyn Smith made a motion to approve the April 6, 2015 Board Meeting Minutes; Bart Barker seconded. Motion passed unanimously.

Board Member Resignation

The Board thanked Deidre for her service and her outstanding contributions to the Board.

Jen Christensen made a motion to ratify the resignation of Deidre Henderson from the Board of Directors; Gwendolyn Smith seconded. Motion passed unanimously.

CLOSED SESSION TO DISCUSS PERSONNEL

Bart Barker made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Gwendolyn Smith seconded. Motion passed unanimously, the votes were as follows:

Jen Christensen – AYE

Kelley Parkin – AYE

Bart Barker – AYE

Gwendolyn Smith – AYE

Entered Closed Session at 4:19 PM.

DeLaina Tonks was absent from 4:19 PM to 4:36 PM.

Emily Andersen was absent from 4:19 PM to 4:41 PM.

Bart Barker made a motion to adjourn the Closed Session; Jen Christensen seconded. Motion passed unanimously, the votes were as follows:

Jen Christensen – AYE

Kelley Parkin – AYE

Bart Barker – AYE

Gwendolyn Smith – AYE

Adjourned Closed Session at 4:41 PM.

REPORTS

Finance Committee Report

Bart Barker reviewed the budget, as well as the surplus for FY 15, and the school is in a sound financial position.

Director Report

DeLaina Tonks discussed students' attendance at Girls State and the awards presented to faculty members. The

marketing survey data was presented and there was a great response to the survey from the parents and students. Student performance was reviewed and the students are above the anticipated target for the school-wide passing rate. The self-paced courses were instituted and have been working well and the school will look at instituting additional courses next year. The workload for teachers with self-paced courses allows them to track the students throughout the semester and but may be heavier at the end of the term. Enrollment is on target for the school to meet enrollment goals this fall. The statewide online program report was shown to the Board and the pass rate is extremely high. The SAGE opt-out data was reviewed, including the scores on the assessment and proficiency rates.

Break from 5:22 PM to 5:25 PM.

VOTING ITEMS

Student Tuition

DeLaina Tonks discussed the request for non-resident students in Utah to attend the school and the need to charge tuition at least equal to the per capita cost of the program.

Bart Barker made a motion to approve non-resident students present in Utah to be able to attend MHA and charge tuition rates as determined by administration; Gwendolyn Smith seconded. Motion passed unanimously.

Summer Purchasing Plan

DeLaina Tonks reviewed the purchases and agreements that are up for renewal, including getting a secure database, adding a video content management system to host all the school videos, purchasing art supplies, purchasing pen tables for kids to scribe math, EPromo purchases to get new laptop bags, t-shirts for students and faculty, purchasing a copy machine based off the state purchasing, accelerated programs to find student needs, furniture purchase costs and bids, computer purchase, and Special Education services agreement with VST.

Bart Barker made a motion to approve the summer purchasing plan, inclusive of the Brecht's Database, Video Content Management System, Art Supply Costs, Pen Tablets Purchase, EPromo Purchases, T-Shirt Purchases, Copy Machine Purchase, Blackboard MoodleRooms Renewal, Accelerated Reader and Accelerated Math, ETS Computer Purchase, and the Special Education Services Agreement with VST; Jen Christensen seconded. Motion passed unanimously.

Furniture Purchase for Training Room

Gwendolyn Smith made a motion to approve the Furniture Purchase for the Training Room; Jen Christensen seconded. Motion passed with a majority vote, the votes were as follows:

Jen Christensen – AYE

Kelley Parkin – AYE

Bart Barker – NAY

Gwendolyn Smith – AYE

E-Rate Board Resolution

The Board discussed E-Rate and the discount provided for electronic services that fall under E-Rate.

Gwendolyn Smith made a motion to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2015-2016, which authorizes filing of the Form 471 applications for funding year 2015-2016 and the payment of the applicant's share upon approval of funding and receipt of services; Jen Christensen seconded. Motion passed unanimously.

Employee Compensation and Benefit Dollars

DeLaina Tonks reviewed the current benefit stipend and paid time off benefits and the proposal to increase benefit dollars and run a tiered paid time off system based on years at the school.

Bart Barker made a motion to approve the Employee Compensation and Benefit Dollars proposal; Gwendolyn Smith seconded. Motion passed unanimously.

FY 2014-2015 Budget

Gavin Hutchinson reviewed the amended budget, including the change in accounting software and allocations. The funds that have been received and what is left needing to be paid to the school was examined. The budget is on par with the initial anticipated amounts. The amount of surplus required in order to maintain a healthy balance was discussed in order to ensure that future unexpected costs can be covered and provide sustainability.

Gwendolyn Smith made a motion to approve the final amended FY 2014-2015 Budget; Jen Christensen seconded. Motion passed unanimously.

FY 2015-2016 Budget

Gavin Hutchinson presented the FY 2016 budget and the different funding sources. The budget projections are very conservative and can be scaled to match student enrollment. The variable costs help the budget remain stable based on enrollment figures.

Jen Christensen made a motion to approve the FY 2015-2016 Budget with changes as discussed; Bart Barker seconded. Motion passed unanimously.

Ratify and Elect Board Members

Bart Barker made a motion to renew David Wiley and Gwendolyn Smith for another three-year term and ratify Board Members and elected officers as follows; Jen Christensen seconded. Motion passed unanimously.

Jen Christensen – Co-Chair

Kelley Parkin – Co-Chair

Bart Barker – Financial Coordinator

Gwendolyn Smith – Member

David Wiley – Member

Bart Barker was excused at 6:29 PM.

Director Employment Agreement and Compensation

Gwendolyn Smith made a motion to approve DeLaina Tonks as the Director and approve the Director Employment Agreement and Compensation as discussed for the 2015-2016 school year; Jen Christensen seconded. Motion passed unanimously.

TRAINING

Open Meetings Act Training

The Board completed the annual Utah Open Meetings Act Training by reviewing the documentation and hearing the presentation. The purposes of closed sessions were discussed as well as the need to conduct business publicly.

CALENDAR ITEMS

Annual Board Meeting Schedule

The Board Meeting schedule was discussed and meetings will be held every other month on the first Monday at 5:30 PM. No Board Meeting will be held in July; the next Board Meeting is tentatively scheduled for August 3, 2015 at 5:30 PM.

ADJOURN

Gwendolyn Smith made a motion to adjourn the Board Meeting; Jen Christensen seconded. Motion passed unanimously.

Board Meeting adjourned at 6:37 PM.

**MOUNTAIN HEIGHTS ACADEMY
BOARD OF TRUSTEES
CLOSED SESSION**

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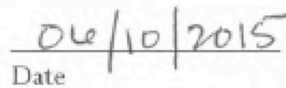
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AFFIDAVIT

This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a).


Jen Christensen, Chair


Date